

UNITED STATES GOVERNMENT

INSTRUCTION SHEET FOR OPTIONAL FORM 10

Memorandum

TO : Type the Addressee's Title Here
in Initial Caps

DATE: Use Military Date
Style

(Omit the date whenever the
dictator is not the signer.)

FROM : Type the Signer's Title Here
in Initial Caps

SUBJECT: Type the Subject Title Here
in Initial Caps

4 spaces

1. On the Optional Form 10 the margin is set two spaces to the right of the colons in the heading; the left margin set at approximately 12 and the right margin at 84. Number the paragraphs if there is more than one and indent five spaces for each paragraph. When the text consists of fewer than eight lines, use double spacing, but never double space when the memo has two or more paragraphs. Succeeding pages are typed on plain bond paper.

2. Carbon copies are prepared as follows:

White Letterex
Courtesy Copy
Information Copy
Signer's Copy

Yellow Letterex
Official Copy

A chronological file copy, if kept by your office, is filed by date.

3. The distribution of the original and the carbon copies and also the identifying line may be typed on the Optional Form 10 itself. This information is always typed on the signer's copy and the official copy.

5 spaces

Signer's Name at 50
(Initial caps optional)

Att:

(Type a brief description of the
attachment on original and copies)

Distribution:

Orig. - Addressee (w/att)
1 - Signer's copy (w/att)
1 - Official copy (w/att)

OFC/DIV/BR/SECT: Dictator: typist/extension (date of dictation)



5010-108

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

PROBLEM I

Before typing, adjust the margins on your typewriter as needed.

TO: Chief, Placement Division
Office of Personnel

FROM: Chief, Recruitment Division
Office of Personnel

SUBJECT: Interagency Correspondence Standards

1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.

2. The attached list summarizes the correspondence procedures used and the problems encountered in the Recruitment Division.

DICTATOR: [REDACTED] Chief, Clerical Staffing Branch,
Recruitment Division, Office of Personnel, ext. 2524.

25X1A9a

[REDACTED] tells you to prepare the official copy and a courtesy copy. She tells you that you may show the distribution and the identifying line on both.

25X1A9a

SIGNER: [REDACTED] prefers his name to be typed in initial caps.

25X1A9a

CLASSIFICATION: CONFIDENTIAL

Which ones of the following carbon copies are needed for this problem?

COURTESY COPY:	Send to addressee; use white Letterex.	_____
INFORMATION COPY:	Send to interested CIA official; use white Letterex.	_____
SIGNER'S COPY:	Prepare when dictator is not signer; use white Letterex.	_____
OFFICIAL COPY:	Prepare for Subject-Numeric file; use yellow Letterex.	_____

DISTRIBUTION: Under the Distribution, the typist records the number of copies made and accounts for the dissemination of all the typed material

IDENTIFYING LINE: The identifying line ALWAYS refers to the dictator. It shows the echelon at which he works, his name, his typist's initials, his extension, and the date he dictated the material

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PROBLEM II

Before typing, adjust the margins on your typewriter as needed.

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Extension of Military Officers' Normal
Tour of Duty

1. The Central Intelligence Agency has entered into an agreement with the Assistant Secretary of Defense to the effect that three years will be considered a normal tour of duty for military personnel assigned to this Agency. A copy of the agreement is enclosed.

2. Exceptions involving extension of duty tours beyond three years will be forwarded to the Director of Personnel through the Mobilization and Military Personnel Division.

DICTATOR:

██████████ Chief, Placement Division,
Office of Personnel, ext. 6693

25X1A9a

██████████ tells you to send an information copy to the Director of Security; you may show this copy on the original. In addition, you are to prepare the official and the chronological file copies. Use green Letterex for the chronological copy.

25X1A9a

SIGNER:

Emmett D. Echols, Director of Personnel

CLASSIFICATION: CONFIDENTIAL

Which of the following carbon copies are needed for this problem?

COURTESY COPY: Send to addressee; use white Letterex. _____

INFORMATION COPY: Send to interested CIA official; use
white Letterex. _____

SIGNER'S COPY: Prepare when dictator is not signer;
use white Letterex. _____

OFFICIAL COPY: Prepare for Subject-Matter file; use
yellow Letterex. _____

CHRONOLOGICAL COPY: _____
File by date; use any color Letterex. _____

CAUTION: Do not type the distribution and identifying line on the original or on the courtesy and information copies.

PROBLEM III

Before typing, adjust the margins on your typewriter as needed.

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Special Assignment for Three Professional Employees

This is to confirm the status of the three professional employees who just entered on duty in this office. Mark Roe and Jane Doe can be assigned immediately. John Brown is now attending a special telephone techniques course. He will be available the first of next week for assignment.

DICTATOR: Emmett D. Echols, Director of Personnel (D/Pers).
His extension is 6825.

Mr. Echols instructs you to prepare an official copy.

SIGNER: Robert L. Bannerman, Deputy Director for Support

CLASSIFICATION: CONFIDENTIAL

Which of the following carbon copies are needed for this problem?

COURTESY COPY: Send to addressee; use white Letterex. _____

INFORMATION COPY: Send to interested CIA official; use
white Letterex. _____

SIGNER'S COPY: Prepare when dictator is not signer;
use white Letterex. _____

OFFICIAL COPY: Prepare for Subject-Matter file; use
yellow Letterex. _____

CAUTION: Do not type the distribution and identifying line on the original or on the courtesy and information copies.

13 spaces

(Omit the date whenever the
dictator is not the signer.)

Date of Signing

MEMORANDUM FOR: Type the Addressee's Title Here
in Initial Caps

SUBJECT: Type the Subject Title Here
in Initial Caps

4 spaces

Left and
Right Margins
at least one
inch

1. Plain bond is required for memorandums addressed to the seven top officials and for multiple addressee memorandums. When preparing memorandums going to the seven top officials, always make a courtesy copy. Generally, a courtesy copy is typed for all correspondence on plain bond stationery.

2. An ATTENTION line or a THROUGH line is used in the heading if your dictator tells you to use either of them. The ATTENTION addressee does not get a carbon copy of the correspondence, but the THROUGH addressee does get a copy. This copy is prepared on white Letterex. When used, the word ATTENTION or THROUGH appears in ALL CAPS, even with the left margin, and two spaces below MEMORANDUM FOR.

3. Ask if the title of the recipient of an information copy may be typed on the original.

4. The Distribution and the Identifying Line shall not appear on those copies addressed to the seven top officials or to information addressees.

5 spaces

(50) Signer's Name in Initial Caps
Signer's Title Centered in Initial Caps

cc: Title of Information Addressee
typed here

~~ADMINISTRATIVE - INTERNAL USE ONLY~~